



Policy: 4500
Procedure: 4500.02
Chapter: Education
Rule: High School Equivalency Certificate

Effective: 7/30/08
Replaces: 4500.02
Dated: 10/10/1997

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) secure care schools provide eligible students the opportunity to take the GED test.

Rules:

1. The **EDUCATION PRINCIPAL** shall:
 - a. Identify a certified teacher as the GED site coordinator;
 - b. Ensure:
 - i. Eligible students for GED preparation are identified;
 - ii. Only students who are age appropriate and have parental permission are permitted to take the GED test; and
 - iii. Students are placed into regular academic courses on track to earn a high school diploma while studying for the GED test.
 - c. The **GED SITE COORDINATOR** shall ensure :
 - i. Parental permission is obtained prior to giving the GED test to any age appropriate student, and the ADJC approval for testing form is completed prior to testing;
 - ii. Test-eligible students are scheduled for the GED exam if they have:
 - (1) Achieved a minimum score of 450 on the pre-GED test; or
 - (2) Achieved a score approaching 450 on the pre-GED test and have the support of all of their teachers.
 - iii. Test-eligible students who have not achieved a minimum score of 450 and do not have the support of their teachers are permitted to retake the pre-GED test after 30 days;
 - iv. Timely coordination of testing schedules with the ADJC GED Examiner;
 - v. Students who have passed the GED Exam are:
 - (1) Reported to the guidance counsellor;
 - (2) Enrolled in junior and senior level high school courses; and
 - (3) Encouraged to obtain their high school diploma.

Signature Date

4/14/08

Approved by Process Owner

Dr. Patrick Jeske, Ph.D., Education Superintendent

Effective Date

7/30/08

Approved by

Michael D. Branham, Director